



City of Rochester, New York

Department of
Community Development
30 Church Street - Room 121B
Rochester, New York 14614

Certificate of Occupancy Application

Case No. _____ Legal Use _____
—
Permit No. _____ CZC No. _____
C of O No. _____ Inspect Date: _____
—

I. BUILDING INFORMATION

Address _____ Occupancy _____

Construction Type _____ No. Stories _____ ☐ Garage ☐ Shed ☐ Other _____

Final C of O shall read as follows: _____

II. CAUSE

☐ New ☐ Alteration ☐ Change Use ☐ Transfer ☐ Reoccupation ☐ Partial _____
☐ Conditional, Expiration Date _____ ☐ Renewal ☐ Other _____

III. ZONING INFORMATION

Is the property vacant: ☐ Yes ☐ No

Vacancy Date: From _____ To _____

Conditions of the following special approvals shall be stated on the final C of O:

Zoning Approval _____ Date _____

FEE

IV. INSPECTION APPROVAL/DISAPPROVAL

☐ I, _____, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I do agree and consent to allow the City to inspect the property in its entirety as part of the City requirement for a Certificate of Occupancy. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Certificate of Occupancy is issued. I voluntarily and without any fear, threats, or promises consent to the inspections referenced above.

☐ I do not consent to have my property inspected by the City of Rochester**

**Please be advised that the City of Rochester will be making an application for an administrative search warrant.
Accordingly, this process may cause a delay in processing your application for a Certificate of Occupancy.

V. APPLICANT/OWNER INFORMATION (The applicant owner acknowledges that the information contained in this application is true to the best of their knowledge)

Applicant _____ Phone _____

Address _____ Zip _____ Mail C of O To: _____

Applicant Signature _____ Date _____ ☐ Owner ☐ _____

Applicant _____

VI. APPROVALS REQUIRED

☐ Fire Safety ☐ BCI ☐ LPI ☐ Electrical ☐ MRL ☐ Prop.

Conservation

The property has been inspected and found to be in substantial compliance with applicable codes.

Comments _____

____ Inspector Approval _____ Date _____ /Coordinator Approval _____ Date _____
